TRAVEL MANAGER PREPARER'S GUIDE

LOCAL VOUCHER

A travel authorization is not required for local travel. A local voucher claim is required for reimbursement. This section describes the process for creating a local voucher.

LOCAL VOUCHER

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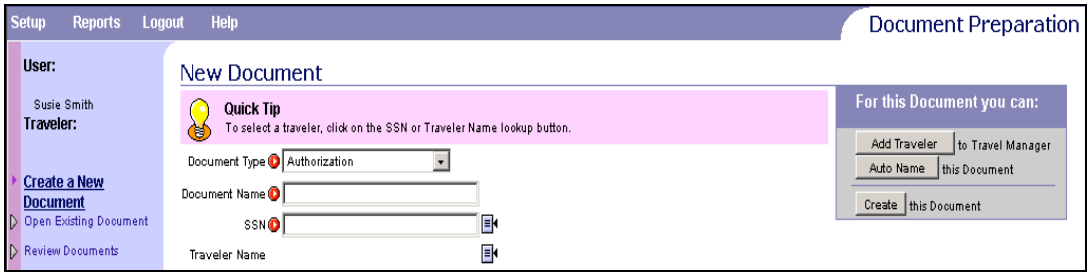
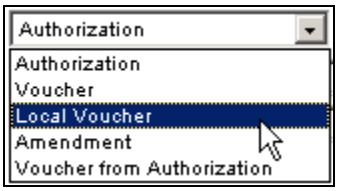
LOCAL VOUCHER

A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The New Document page will be displayed.



2. Select Local Voucher from the Document Type pull down list.



3. Click in the **Document Name** field and enter the document name:

   Example of document naming sequence:
   10-CFA07-16AL. **This standard naming format MUST be used!**

   - Center ID (always the number 10 for NASA HQ)
   - Hyphen (-)
   - Org Code (Organizations must use 3-letters. Example: **CFA.** Single and two letter code organizations should add the letters A or AA to the Org Code)
   - Date of departure (Example: 07-16 (MM-DD) use a hyphen - to separate the month and day rather than a slash '/')
   - State or Country traveling to (Example: AL for Alabama).

   Up to 15 characters can be entered.

4. If known, enter the traveler's Social Security Number into the **SSN** field.

5. There are two methods that can be used to locate the traveler's SSN. Use either the **SSN Lookup** or **Traveler Name Lookup** icon .

a. SSN Lookup method:

(1) Click the top icon, **SSN Lookup**, next to the SSN field. The Enter Search Criteria page will be displayed.

(2) Enter the SSN in the **SSN** field.

(3) Click the button. The page will be refreshed with the traveler's information listed.

(4) Click the **SSN** link in the SSN column. The New Document page will be re-displayed with the SSN field populated with the traveler's name and SSN.

b. Traveler Lookup method:

(1) Click the bottom , **Traveler Name Lookup**, next to the SSN field. The Enter Search Criteria page will be displayed.

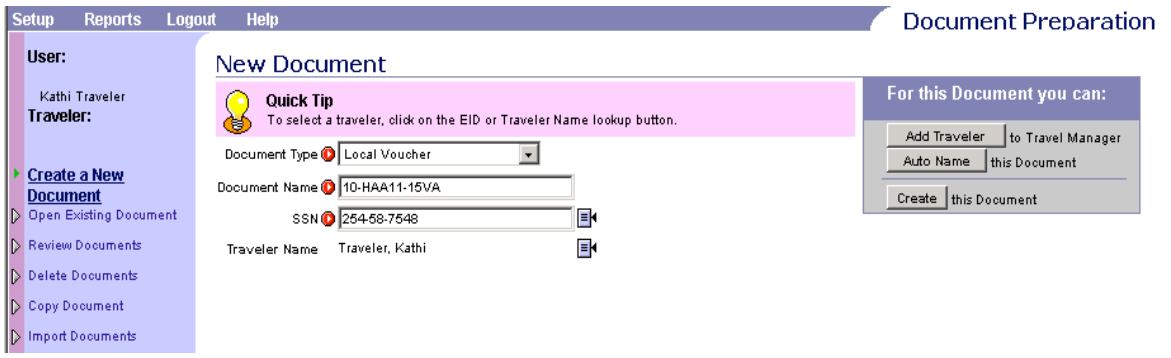
(2) Enter the traveler's last name in the **Last Name** field.

(3) Click the button. The page will be refreshed with the traveler's information listed.

(4) Click the **SSN** link in the SSN column. The New Document page will be displayed with the SSN field populated with the traveler's name and SSN.

NOTE

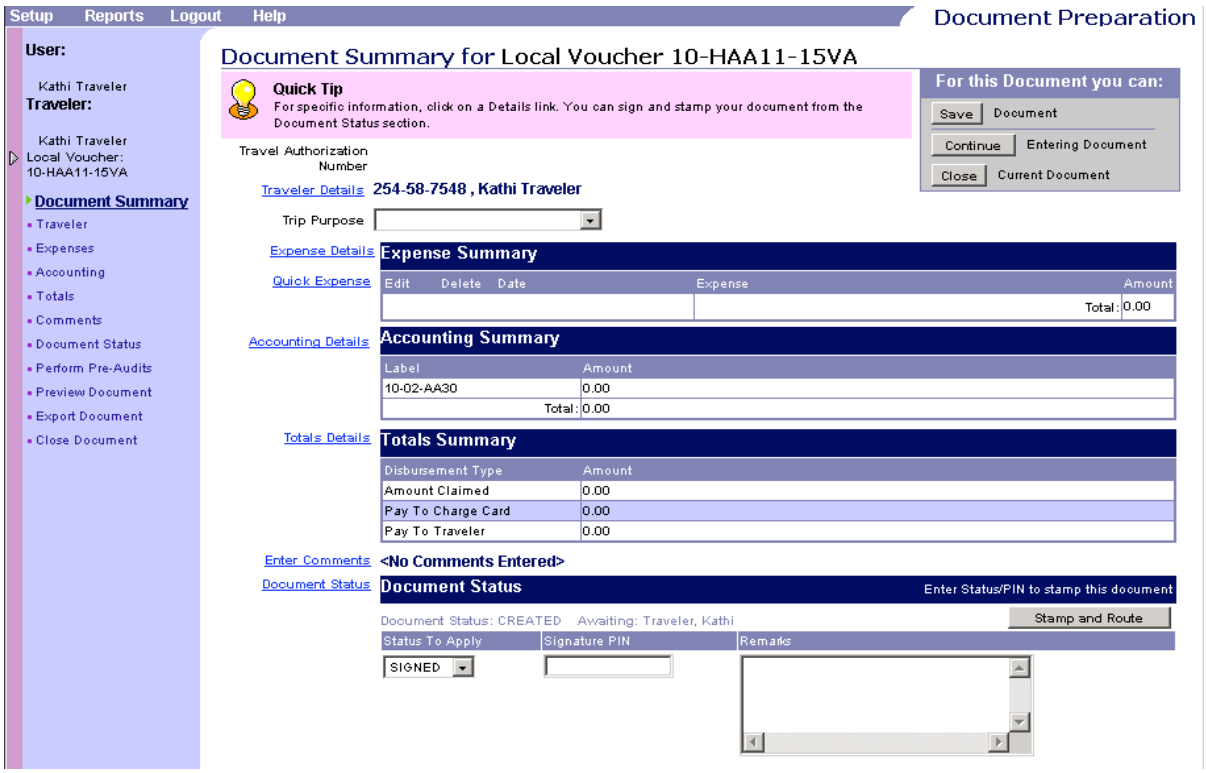
Click the Prev 20 or Next 20 links at the top of the list to move backward or forward in the list.



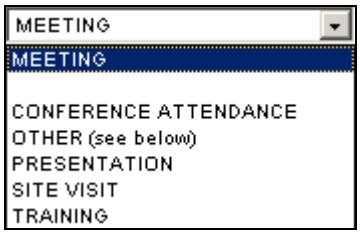
6. Click the Create **this Document** button in the **For this Document you can:** area. The Document Summary page will be displayed.

B. DOCUMENT SUMMARY

Unlike the Authorization and the Voucher from Authorization the initial page displayed on the Local Voucher is the Document Summary page. Data input starts by selecting the Trip Purpose.



1. Select the Trip Purpose pull down list.

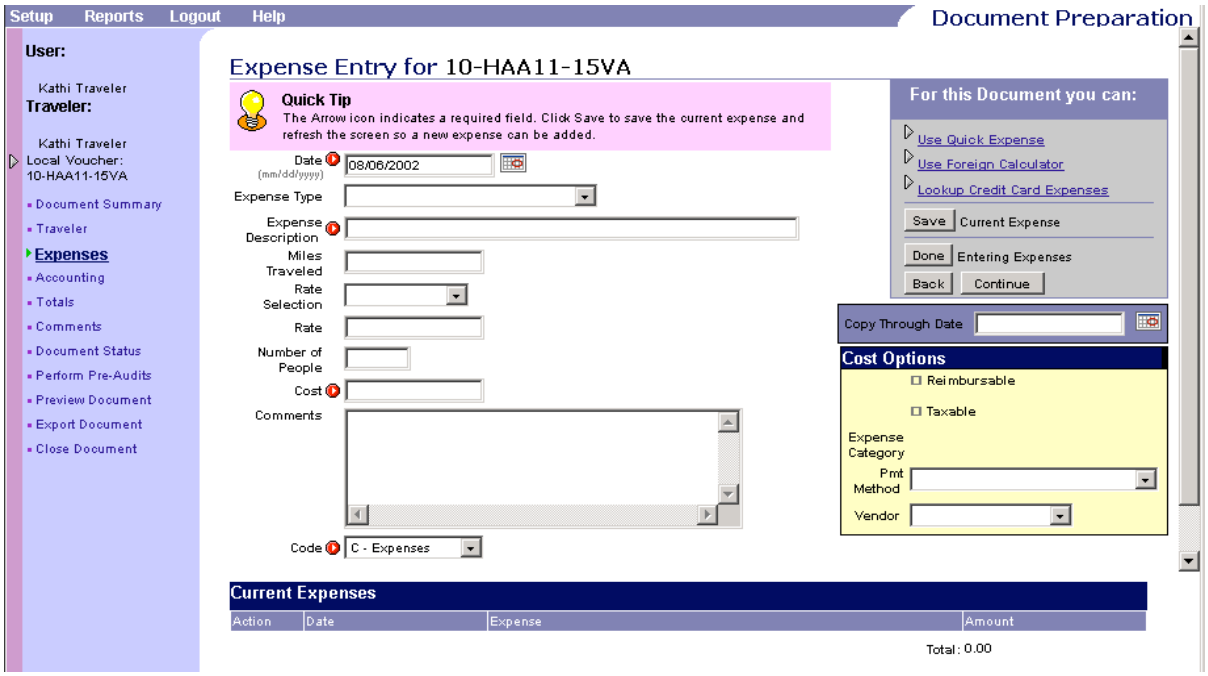


2. Click the Save **Document** button in the **For this Document you can:** area in the top right. The page will be refreshed.

3. Click the Continue **Entering Document** button in the **For this Document you can:** area in the top right. The Expense Entry page will be displayed.

C. EXPENSES

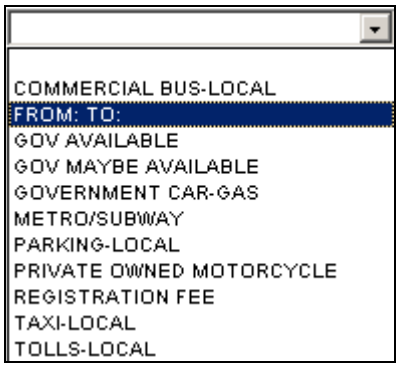
Local expenses to be claimed will be entered on the Expense Entry page.



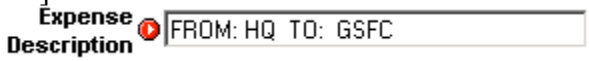
1. Enter the date the expense was incurred in the **Date** field or click the **Calendar** icon next to the **Date** field.

2. Select **FROM: TO:** from the **Expense Type** pull down list. The dialog box will display *"This page is being submitted automatically in order to properly populate various fields."*

3. Click **OK**. The **Expense Description** field will be populated with FROM: TO.

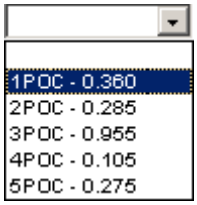


4. After the word FROM: [type where you traveled from]. After the word TO: [type the destination].



5. Press **[TAB]** or click in the **Miles Traveled** field and enter miles to and from the destination.

6. Click the Rate Selection pull down list.



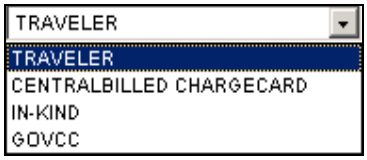
7. The reimbursement amount will be displayed in the **Cost** field.

8. Click in the **Number of People** field and enter the appropriate number.

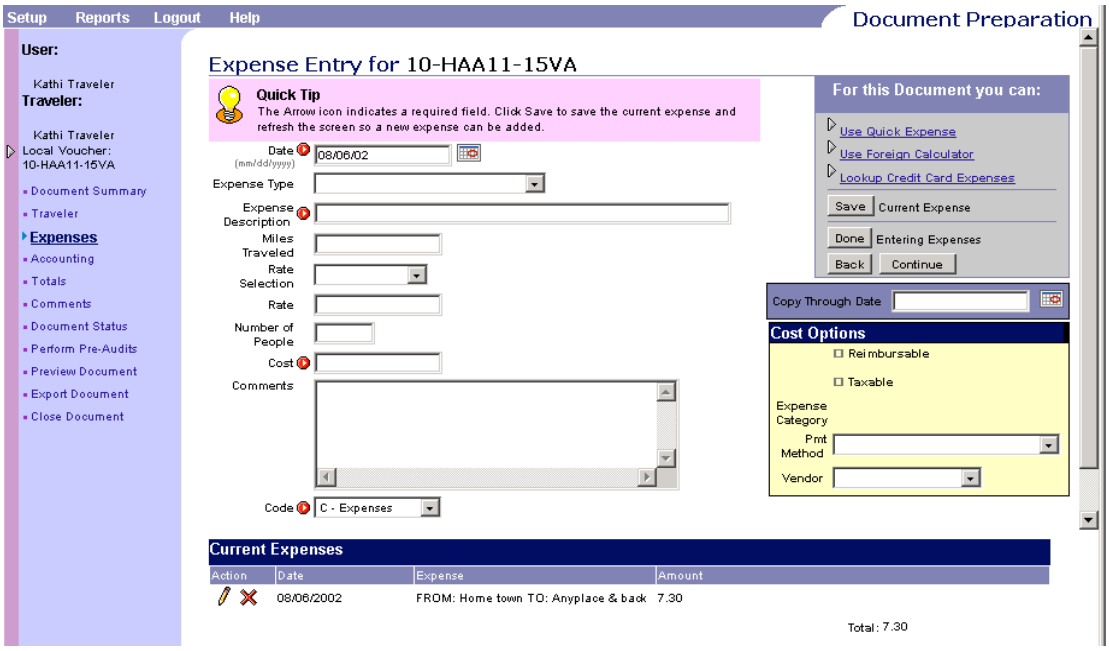
9. Scroll down to view the **Pmt Method** field in the Cost Options area on the right. *Note the following:*

   a. The Reimbursable check box is checked.

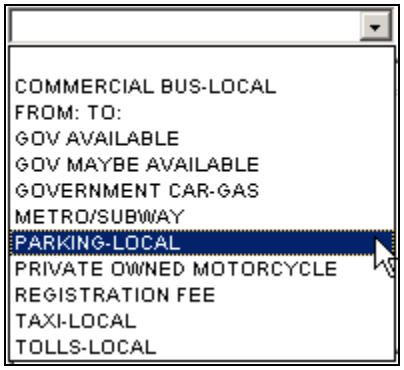
   b. TRAVELER is the default reimbursable payment method in the Pmt Method pull down list. If any other payment type is selected the expense cost will not be reimbursed to the Traveler.



10 Click the Save **Current Expense** button in the **For this Document you can:** area in the top right. The Expense Entry page will be re-displayed with the fields cleared to allow entry of another expense. The first expense record is saved and will be displayed at the bottom of the page in the Current Expenses area.



11. Select the next expense from the **Expense Type** pull down list.



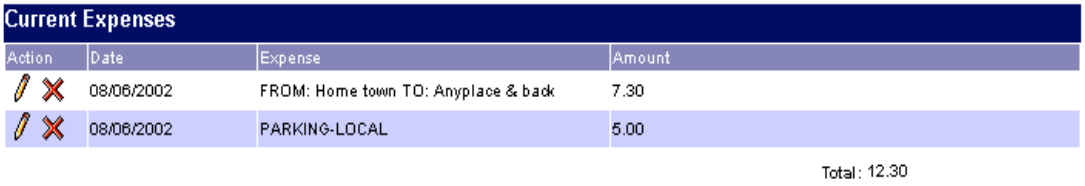
12. Click in the **Expense Description** field. The popup message will be displayed.

13. Click **OK**. The selected expense will be displayed in the Expense Description field.

14. Click in the **Cost** field and enter the cost.

15. Click the Save **Current Expense** button in the **For this Document you can:** area in the top right. The Expense Entry page will be displayed with the expense record added.

16. Expenses will be displayed in the Current Expenses area at the bottom of the page.



Current Expenses

Action	Date	Expense	Amount
	08/06/2002	FROM: Home town TO: Anyplace & back	7.30
	08/06/2002	PARKING-LOCAL	5.00

Total: 12.30

NOTE

*Multiple expenses can be added quickly by using the Use Quick Expenses link in the **For this Document you can:** area in the top right. This feature is covered in the Create a Voucher from an Authorization section.*

17. Click the Continue button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be displayed.

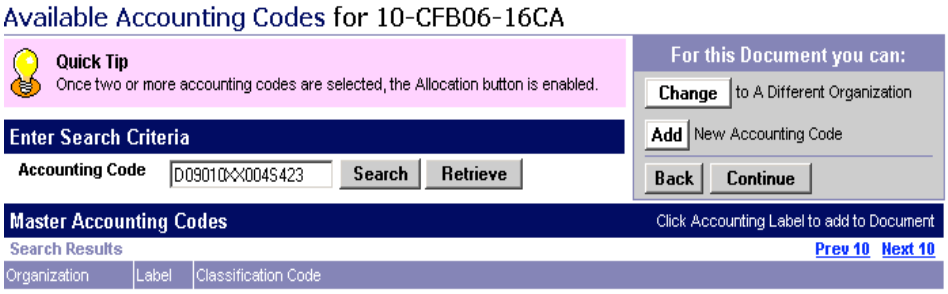
D. ACCOUNTING

This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (There are two FCS elements that ***MUST*** be entered manually into Travel Manager. They are the *Internal Order* NASA Function Code prefix "FC" and the *Object Class* used to derive the General Ledger account.)

A crosswalk of the Account Code Label/Organization and a listing of the travel object classes can be found on the HQ Travel Manager website, http://travel.hq.nasa.gov. Click the **Accounting Info** link.

Selecting and Entering FCS Elements in Travel Manager

1. Enter the Account Code Label in the **Accounting Code** field on the Available Accounting Codes page.



2. Click the Retrieve button. The account code label will be displayed in the Master Accounting Codes area.

NOTE

DO NOT *click on the Add New Accounting Code. If the "Add" button is used, the accounting information will not be pulled into the document and it will not route for the account review.*

3. Click on the **Label** link for Organization 10 under the Master Accounting Codes area. The account code label will be added to the bottom half of the page in the **Accounting Codes for** Current Document area.

4. Review the Classification Code to make sure it is the correct code for the organization funding the trip. An organizational account code crosswalk is posted on the Travel Manager website, http://travel.hq.nasa.gov. Click the **Accounting Info** link.

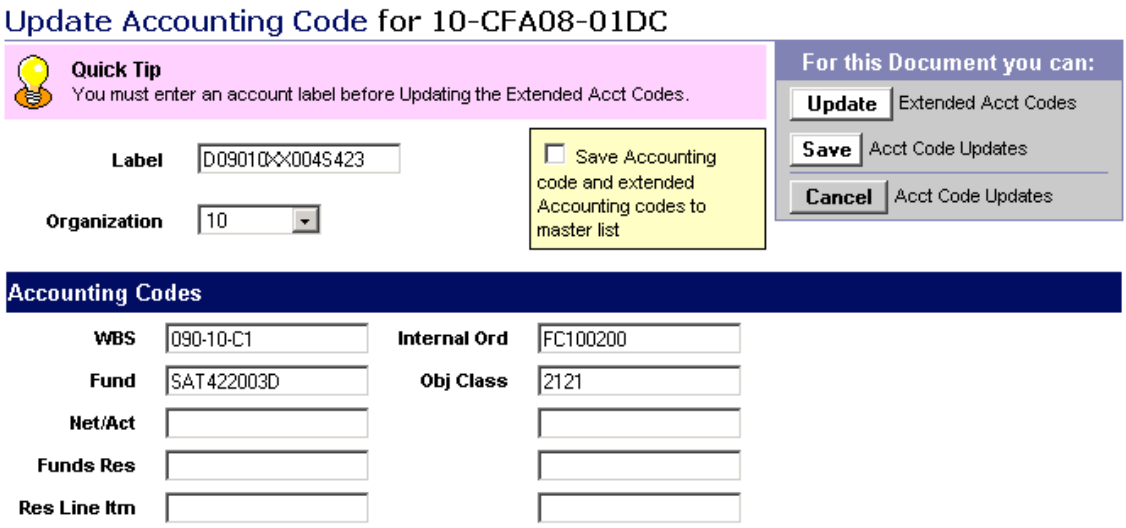
NOTE

Always select the account code with Organization 10.

5. Click the **Update** icon next to the account label in the lower portion of the page to edit the Accounting Code information. The Update Accounting Code page will be displayed. *(Note: click the Delete icon to delete an account code record from the travel document if you will no longer be allocating expenses to the account.)*

NOTE

*The Organization field on the Update Accounting Code page defaults to "10". **DO NOT** change it for any reason.*



6. Enter FC100200 in **the Internal Ord** field. This is the assigned Internal Order number for Headquarters. This is a ***required*** field.

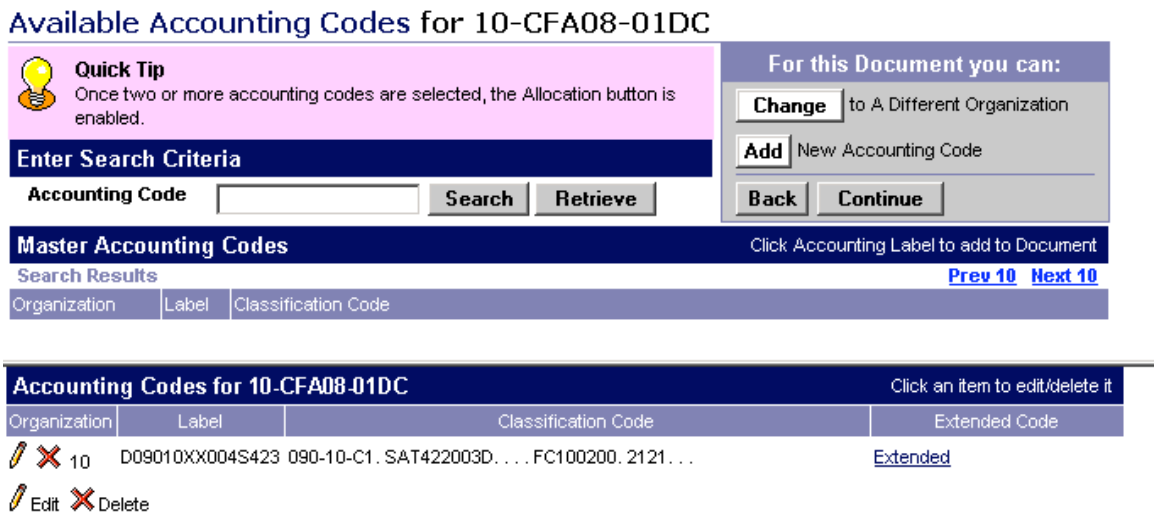
7. Enter the **Object Class Code**. For example 2121 for General Administrative Travel (Domestic). The Object Class code is used to derive the appropriate General Ledger account for financial postings. This is a ***required*** field. A listing of travel object classes is available on the NASA HQ Travel Manager website, http://travel.hq.nasa.gov. Click the **Accounting Info** link.

NOTE

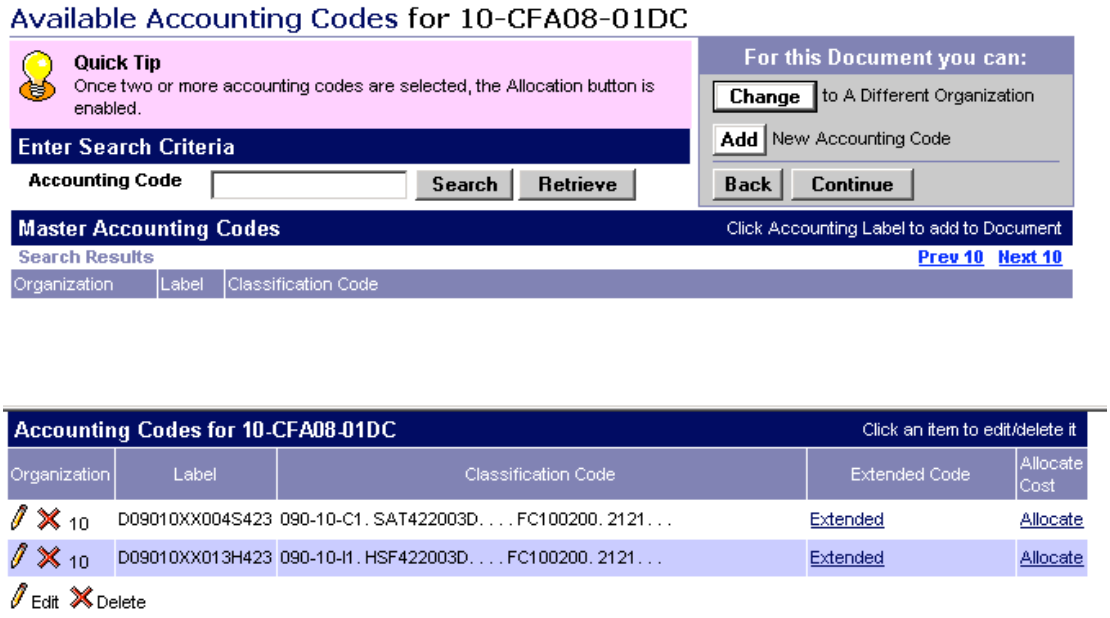
*The Object Class Code and the Internal Order are **required** on all travel documents. The SAP accounting system will reject all documents without the Internal Order and Object Class Code included.*

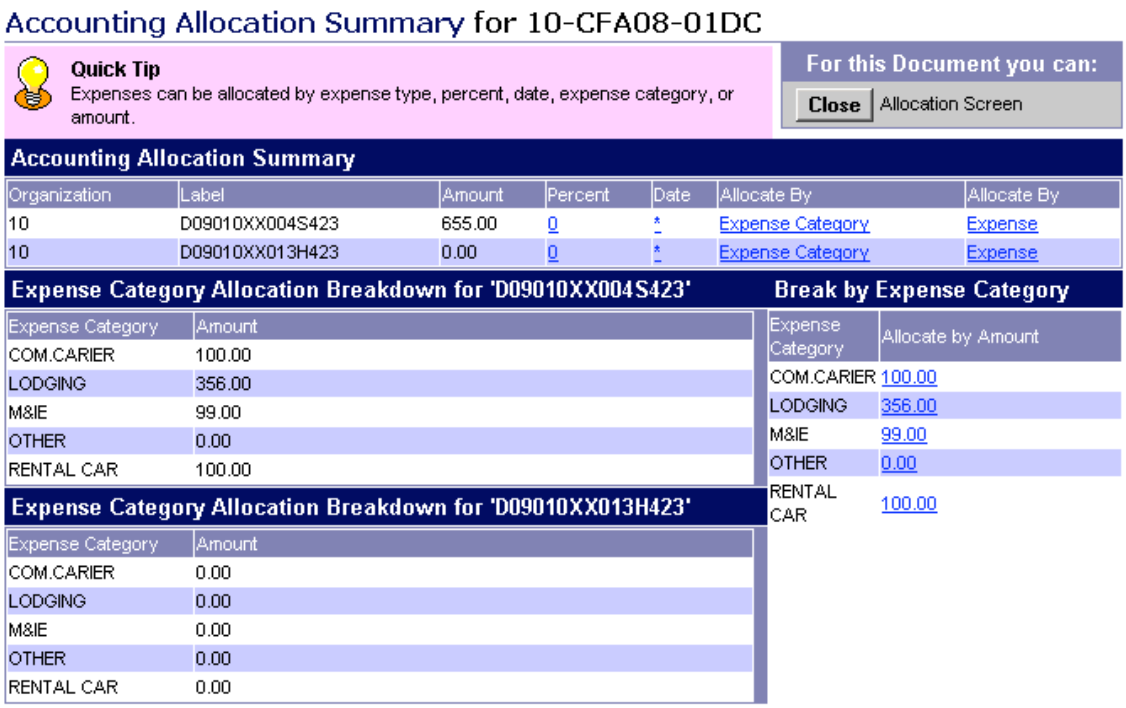
The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at http://travel.hq.nasa.gov/.

8. Click the Save **Acct Code Updates** button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be re-displayed.



9. If a second account code is added, an **Allocate** link will be displayed to the right of the Extended Code column. Click on **Allocate** to add expenses to different account codes. The Accounting Allocation Summary page will be displayed.





Accounting Allocation Summary for 10-CFA08-01DC

Quick Tip
Expenses can be allocated by expense type, percent, date, expense category, or amount.

For this Document you can:
Close | Allocation Screen

Accounting Allocation Summary

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
10	D09010XX004S423	655.00	0	*	Expense Category	Expense
10	D09010XX013H423	0.00	0	*	Expense Category	Expense

Expense Category Allocation Breakdown for 'D09010XX004S423'

Expense Category	Amount
COM.CARIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

Break by Expense Category

Expense Category	Allocate by Amount
COM.CARIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

Expense Category Allocation Breakdown for 'D09010XX013H423'

Expense Category	Amount
COM.CARIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
RENTAL CAR	0.00

10. When there is more than one accounting code on a document the default is assigned to the first accounting code. Expenses may be allocated across multiple accounting codes using the five methods that are available in the Accounting Code Allocation Summary area of the Accounting Allocation Summary page.

    a. **Percent** indicates the percentage of total costs to each accounting code (e.g., one accounting code pays 70% and the other pays 30%).

    To allocate funds using this method:

    (1) Click on the zero in the Percent column. The Allocate by Percent page will be displayed. Indicate in the percent field the allocation of funds between the account codes.

    (2) Click the Save **Percent Changes** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page is displayed again.

    (3) Click the Close **Allocation Screen** button to return to the Available Accounting Codes page.

    (4) Click Continue button to continue processing the document.

b. **Date** allows allocation according to when the expense occurred (e.g., one accounting code pays for the first two days of travel, and the other account code pays for the remaining days).

To allocate funds using this method:

(1) Click on the asterisk (*) in the Date column. The Allocate by Date page will be displayed.

(2) Enter the begin date in the **Begin Date** *(mm/dd/yy)* field.

(3) Click

Date Changes button. The Accounting Allocation Summary page will be re-displayed.

(4) Click the

Allocation Screen button to return to the Available Accounting Codes page.

(5) Click

to continue processing the document.

c. **Expense Category** indicates which expense category is assigned to an accounting code (e.g., one accounting code pays for lodging and the other accounting code pays for all other expenses)

To allocate funds using this method:

(1) Click on the **Expense Category** link displayed in the Allocate By column. The Allocate by Expense Category page will be displayed.

(2) Select the appropriate accounting code label for the expense.

(3) Click the

Allocation Changes button in the **For this Document you can:** area in the upper right corner.

d. **Expense** indicates which specific expense is assigned to which accounting code (e.g., one accounting code pays for M&IE and another pays the other expenses).

To allocate funds using this method:

(1) Click the **Expense** link in the Allocate By column. The Allocate by Expense page will be displayed.

(2) Click the arrow on the drop down list in the Organization/Label column to select the account code to be charge for the expense.

(3) Click Save **Expense Allocations** in the **For this Document you can:** area in the top right area.

(4) When all expenses have been allocated to the appropriate account code click the **Done Save & Exit Allocations** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.

(5) Click Close **Allocation Screen** to return to the Available Accounting Codes page.

(6) Click Continue to continue processing the document.

e. **Amount** indicates the amount of each expense item to allocate to an accounting code.

To allocate funds using this method:

(1) Click on the **Amount** link in the Allocate By Amount column listed under the Break by Expense Category. The Allocate By Expense Category Amount page will be displayed.

(2) Enter the dollar amount to be allocated for the expense category in the amount column.

(3) Click Save **Amount Changes** in the **For this Document you can:** area in the top right. Continue for each expense category listed.

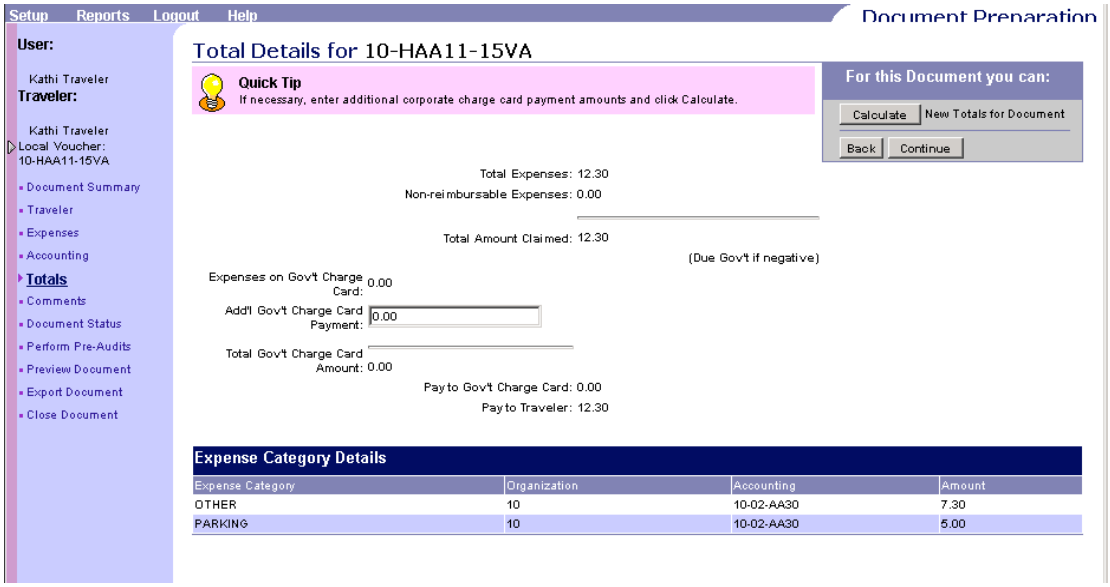
(4) Click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right when finished. The Accounting Allocation Summary page will be re-displayed.

(5) Click Close **Allocation Screen** to return to the Available Accounting Codes page.

(6) Click the Continue button to continue processing the document.

E. TOTALS

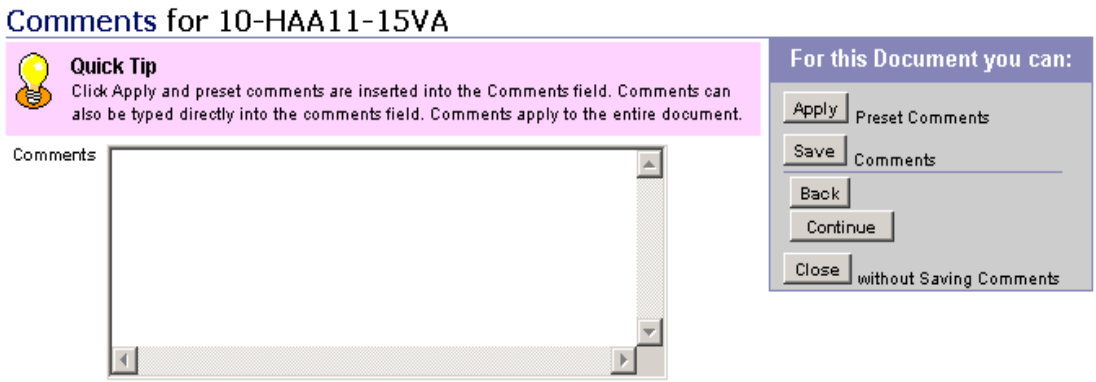
The Totals page summarizes the details of the expenses by category, organization, and accounting labels. The voucher will not be processed if the total amount claimed exceeds the total estimated expenses by 125% or more. An amendment to the authorization will be required.



1. Review the total details.

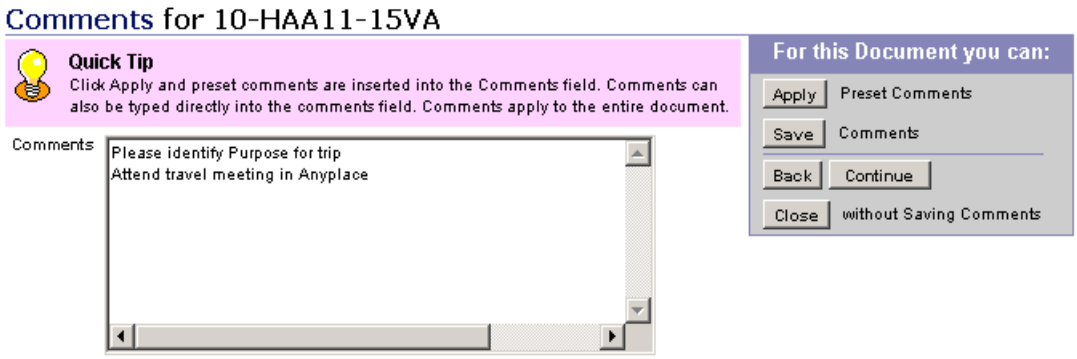
2. Click the Continue button in the **For this Document you can:** area in the top right. The Comments page will be displayed.

F. COMMENTS



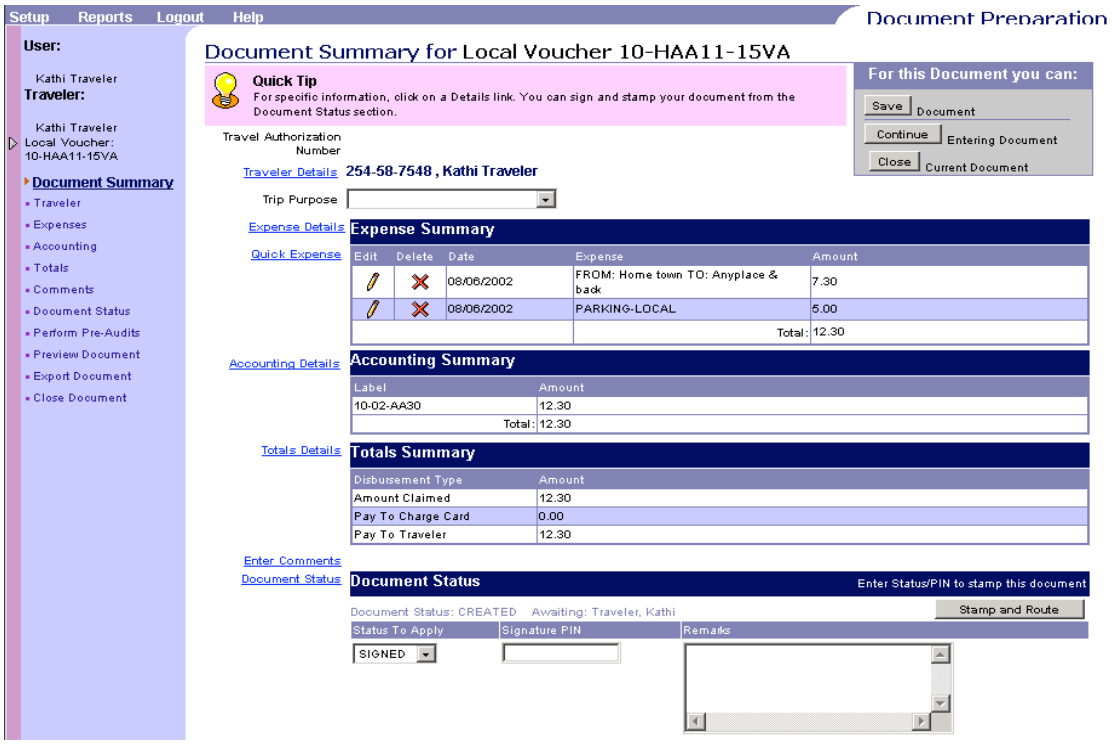
1. Click the Apply **Preset Comments** button in the **For this Document you can**: area in the top right.

2. Delete the solid line after the comment and enter the purpose for local travel.



3. Click the Save **Comments** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed.

G. DOCUMENT SUMMARY



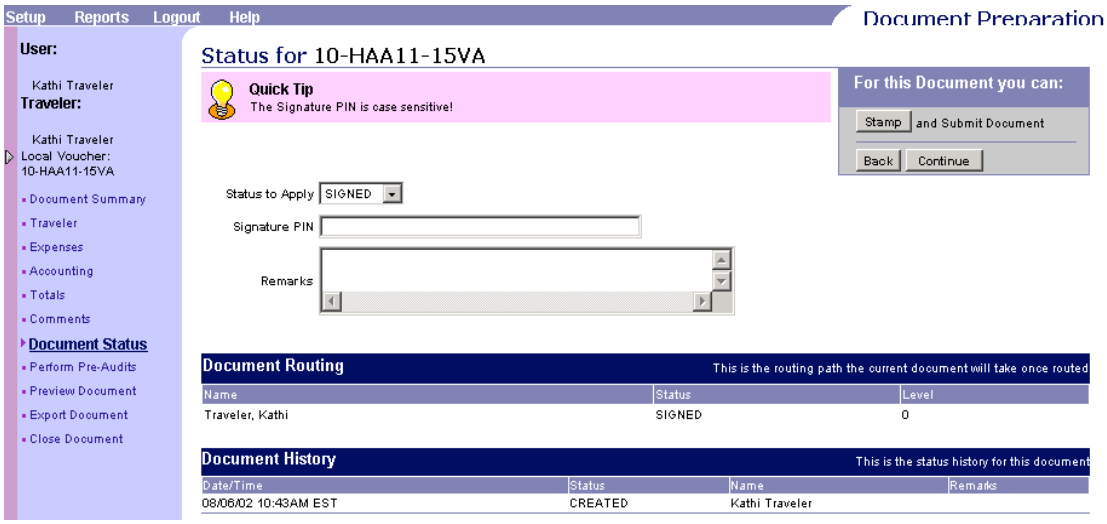
1. Click any link on the Document Toolbar located on the left side of the page to open a specific page to review prior to stamping and routing. When the document has been reviewed for errors, missing data, etc., it can be signed, stamped and routed.

2. If more than one accounting code is funding the travel, click on the **Accounting Details** link located beside the Accounting Summary area, and review allocation

of expenses to ensure proper distribution of funds to the correct account code prior to signing the document.

3. Click the **Document Status** link on the Document Toolbar on the left side of the page to display the Status page. *(Note: The document may also be signed and stamped in the Document Status area of the Document Summary page.)*

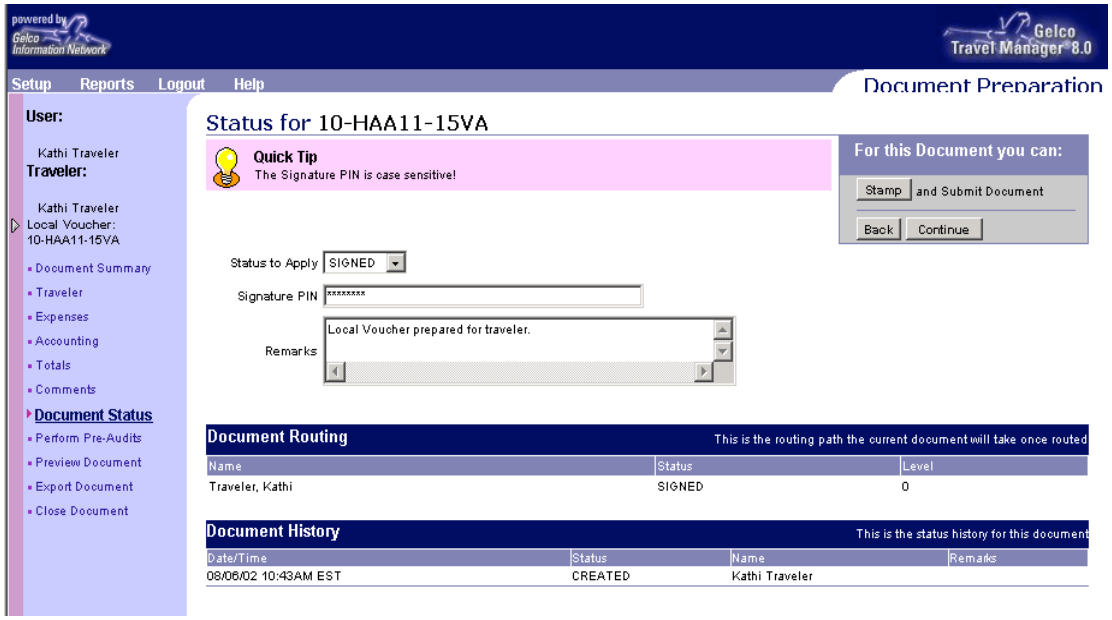
H. DOCUMENT STATUS



1. The **Status to Apply** value is set to the default SIGNED. **DO NOT CHANGE IT.**

2. Click in the **Signature PIN** field. Enter the appropriate PIN.

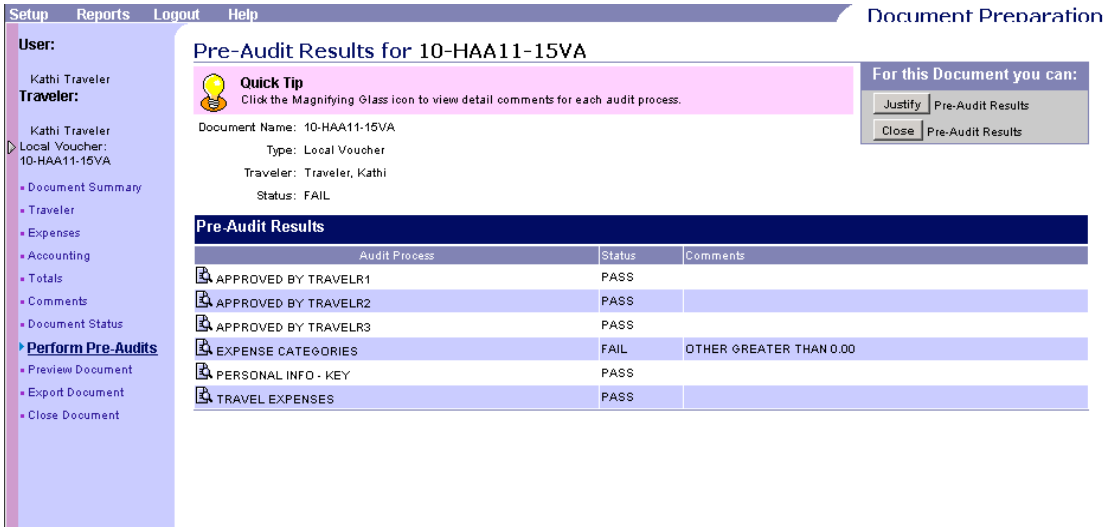
> **NOTE**
>
> *The Remarks field is to be used by Reviewers and/or Approvers to note approval or disapproval. Preparer and Traveler comments should be entered in the Comments field.*



3. Click the Stamp **and Submit Document** button in the **For this Document you can:** area in the top right. The Pre-Audit Results page will be displayed.

4. The traveler ***must sign*** the Local Voucher before routing is initiated. The preparer cannot sign and stamp a Local Voucher for a traveler.

I. PERFORM PRE-AUDITS



1. Review the Pre-Audit Results that Travel Manager processes for the Local Voucher.

2. If any item needs attention, the word 'FAIL' will be in the Status column. A comment describing the failure will appear in the Comments column as shown above. A 'FAIL' is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly. A FAIL status will not prevent the document from routing.

NOTE

If changes are necessary to the document prior to stamping it "SIGNED", click the Cancel **Pre-Audit Results** button in the **For this Document you can:** area in the top right. The document will not be stamped and will not route. The document can be modified without adjustment.

3. Click the Continue **Stamping the Document** button in **the For this Document you can**: area in the top right. The Signature page will be displayed.

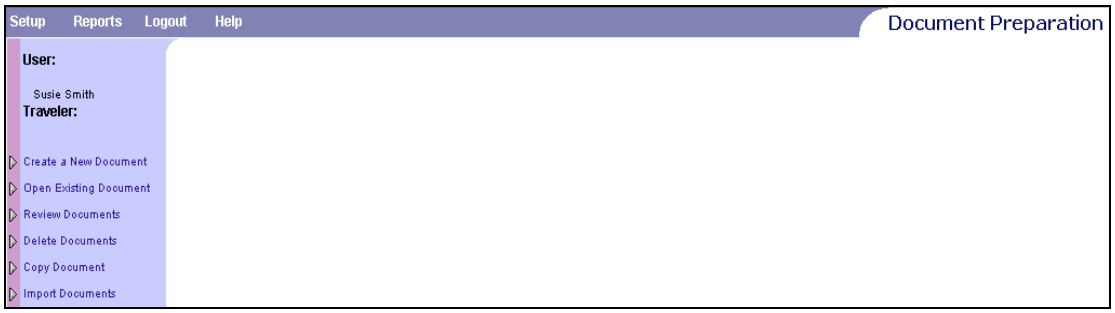
4. Review the certification statement. If in agreement, click the Accept **Signature Text** button. The document has been routed to the next person to review and/or approve.

IMPORTANT

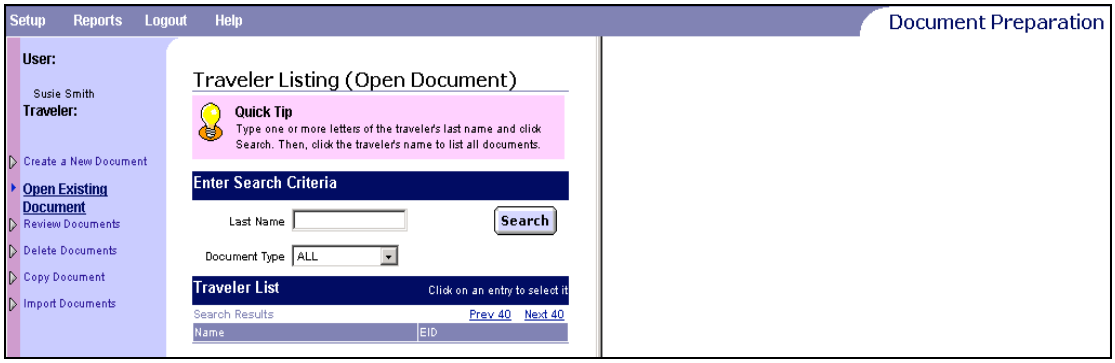
The traveler still ***must sign*** the Local Travel Voucher before routing is initiated.

J. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link on the Document Toolbar on the left side of the page.

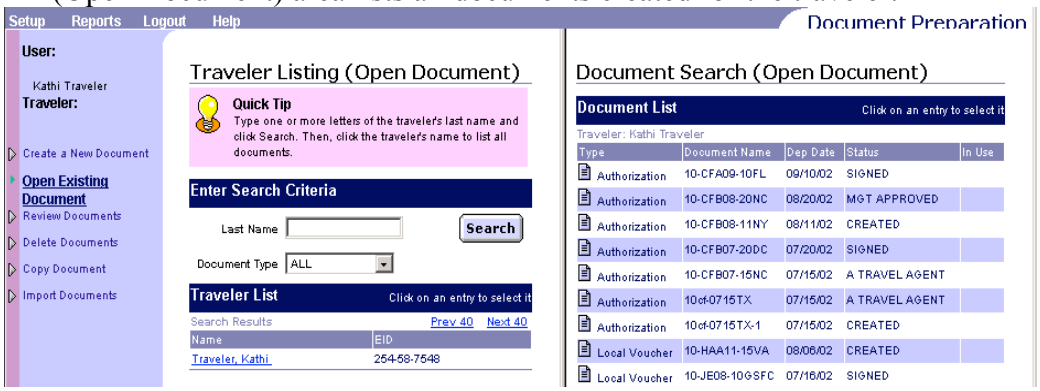


2. The Traveler Listing (Open Document) page will be displayed.



3. Click in the **Last Name** field and enter the traveler's last name.

4. Click the Search button next to the Last Name field. The Document Search (Open Document) area lists all documents created for the traveler.

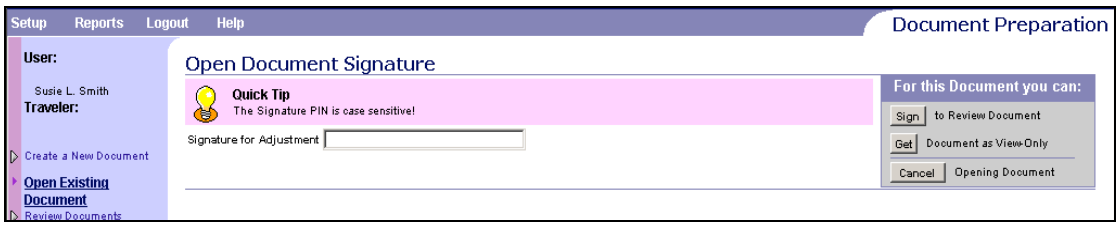


5. Click on the **Document** icon of the document to be opened. The Open Document Signature page will be displayed.

a. Documents that have been created but not routed will have CREATED in the Status column.

b. Documents that have been created and routed will have various stamp values in the Status column, some of which may be SIGNED, ADJUSTED, REVIEWED, APPROVED, MGT REVIEWED, MGT APPROVED, A TRAVEL AGENT, CANCELED, RETURNED or DISBURSED.

c. The Travel Office has locked documents that have APPROVED, A TRAVEL AGENT or DATALINK in the Status column. An amendment will be required to add additional expenses.



NOTE

The Open Document Signature page will not be displayed if the Traveler has not signed the document. The Document Summary page will immediately be displayed.

6. The document can be opened one of two ways. It can be opened to be modified or opened in the "view-only" mode.

   To open the document to make adjustments:

   a. Enter the appropriate signature PIN in the Signature for Adjustment field.

   b. Click the Sign **to Review Document** button in the **For this Document you can:** area in the top right to adjust the document. The Document Summary page will be displayed. The document can be adjusted.

   c. When all adjustments have been made to the document, click the **Document Status** link on the Document Toolbar on the left side of the page. The Status page will be displayed.

   d. Enter the Signature Pin in the Status PIN field.

   e. Click the Stamp **and Submit Document** button. The Pre-Audits page will be displayed.

   f. Review the Pre-Audit Results that Travel Manager processes.

   g. If any item needs attention, the word "FAIL" will be in the Status column. A comment describing the failure will appear in the Comments column. A "FAIL" is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly. A "FAIL" status will not prevent the document from routing.

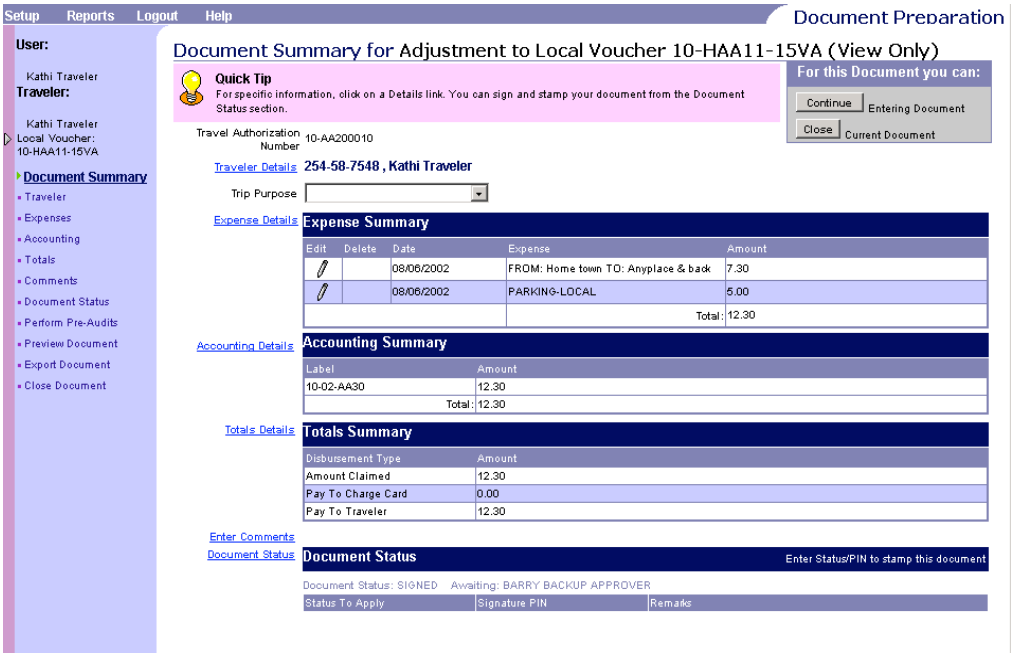
h. Click the Continue **Stamping the Document** button. The Signature page will be displayed.

i. Read the verification statement.

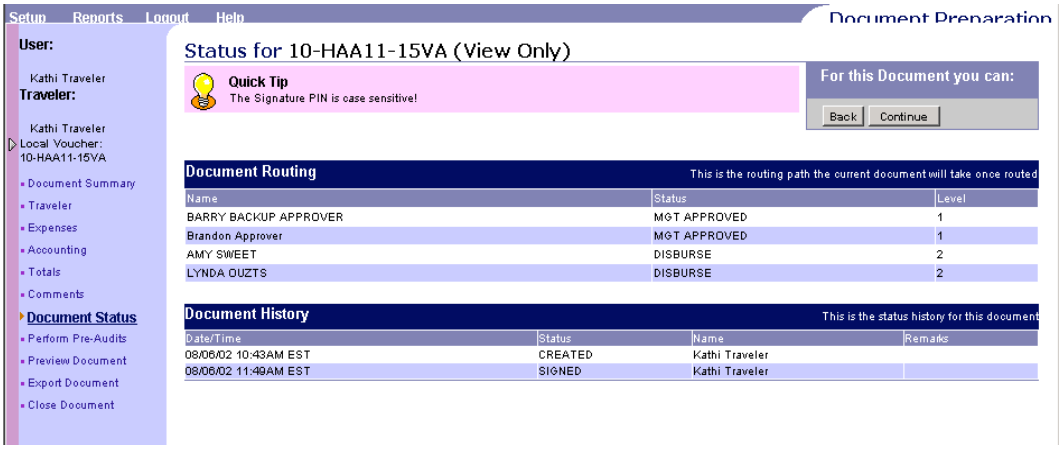
j. Click the Accept **Signature Text** button. The main page will be displayed.

To open the document as a "view-only" document:

a. Click the Get **Document as View-Only** button in the **For this Document you can:** area to open the document in the view only mode. The Document Summary page will be displayed. "(VIEW ONLY) will appear at the end of the title on the document title line.



b. Review the contents of the document and the note the status in the Awaiting: area under Document Status section on the Document Summary page or click the **Document Status** link located beside the Document Status area to view the document status on the Status page.



c. Click the Close **Document** link on the Document Toolbar on the left side of the page to close the document or click Close **Current Document** button in the **For this Document you can**: area in the top right.